

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, February 8, 2010

CALL TO ORDER

The meeting began at 5:39 p.m. in Conference Room 113 at City Hall

ROLL CALL

Present: Ed Fuentes, Anna Marie Jones, and Ed Comerford

City Staff: Human Resources Director Tami Yuki, Fire Chief Dennis Haag, and Community Development Director Aaron Aknin

APPROVAL OF MINUTES

Minutes approved from January 25, 2010.

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Review of Job Descriptions for Fire Department

Fire Battalion Chief

Chief Haag joint testing process FC and BC with Millbrae, Central County, and San Mateo Fire; discussions in December about regarding joint process; job descriptions sent to Union, union had concerns, City did survey of other agencies, SB higher in MQs. Chief Officer requires 12 classes, 40 hour , excellent classes including mgmt, prevention, wildland section; most other agencies have similar MQs. City has merger study with Millbrae and Central Fire, good to line up with other surrounding agencies less changes down the road.

Agencies have both exempt and non-exempt. Non-exempt FLSA – operational staff; shift BC; working supervisor, also Millbrae BC non exempt; job descriptions will be reviewed during study:

Pg 1 – Delete “assignment as a”

Pg 3 - Delete “and”, add “an accredited”, delete “university”

“Comparable experience is like experience “comparable to the Fire Captain level in the San Bruno Fire Department is like experience; if there’s a possible merger, job descriptions will have to come back for revision.

Fire Captain

Fire Suppression or Fire Prevention should all be capitalized for consistency

Page 2 under “Essential Duties and Responsibilities” delete “to maintain licensure or”

Page 4 under “Ability to” replace “City” with “San Bruno” and delete “and meeting the special requirements listed below; and meet Departmental physical standards.”

Page 5, delete “or be able to obtain” and “by time of hire” under “Special Requirements”

Personnel Board Member Comerford made motion to approve the job descriptions of Fire Battalion Chief and Fire Captain, and Personnel Board Member Jones seconded. The motion passed.

B. Community Development Department Job Descriptions

Housing and Redevelopment Manager

Page 1, Under Supervision Exercised, replace “none generally” to “supervise Senior Planner and may supervise other support staff, part-time or temporary employees or volunteers, as assigned.”

Page 3, under “Minimum Qualifications”, delete “Skill in operating the listed tools and equipment.”

Page 4 under “Physical Demands”, replace “or” with “and”, replace “10” pounds with “25” pounds,;

Page 4, under “Work Environment”, remove “:” after “individuals”, add “.” After “airborne particles.”

Senior Planner

Page 1, under “Definition” replace “City” with “San Bruno”

Page 1, Under Supervisor Received, “ Works under general direction of the Housing and Redevelopment Manager or designee.

Page 2, under “Knowledge of” add semicolon after “governmental”, lower case “p”, and remove “city”.

Page 2, under “Ability to” replace “.” after “logical” with “;” and replace capital “W” with lowercase “w”.

For consistency as in the Assistant/Associate Planner Minimum Qualifications, under “Education and Experience”, delete “engineering, landscape architecture, public administration; add “American Institute of Certified Planner (AICP) designation as highly desirable”; delete “ability to obtain” under Special requirements.

Page 3, under “Physical Demands”, replace “or” with “and” and “10” pounds with “25” pounds.

Assistant/Associate Planner

Page 1, replace “entry” with “first” level under Assistant Planner Distinguishing Characteristics. Delete under Associate Planner, “When filled from the outside, the applicant should possess 3 years of previous professional planning experience. Attainment of AICP designation is desirable.” This will be under “Minimum Qualifications.”

Page 3, delete “city” and “Skill in operating the listed tools and equipment”

Page 4,, write out “American Institute of Certified Planners (AICP)”

Page 5, delete “obtain and”, replace “or” with “and”, replace “10” with “25 pounds”.

Personnel Board Member Comerford made motion to approve the job descriptions of Housing and Redevelopment Manager, Senior Planner, and Assistant/Associate Planner, and Personnel Board Member Jones seconded. The motion passed.

C. Board Members Comments

HR Director informed of the Budget Study Session on February 10 at the Senior Center to discuss the 1.3 million deficit.

The next meeting will be held on Monday, March 15, 2010 at 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:44 p.m.